

Staff Meeting Minutes
September 22, 2020
via Zoom

1. Wellness Tip: Jim Foley – Isolated people can compensate for touch deprivation by remembering bonding experiences with others, exchanging self-hugs as a greeting, snuggling in a heavy blanket or with a pet, doing gentle self-massage along the neck and arms.
2. Waiting List: Counseling & Psychotherapy – 0; Adult CPST – 0; Kids CPST – 0; HBI – 24; Adult Psychiatry – 54; Kids Psychiatry – 2; Residential Treatment – 2 (1-Oak Hill; 1-Portage); Residential Support – 2 (1-Nold; 1-Parkview) ; SAMI – 0, Employment – 0.
3. Staff Announcements:
 - We welcome Charity Hoover, Crisis Intern.
 - We welcome Jennifer Wehry, LSW, Employment Services Social Worker.
 - Ronald Games has resigned.
 - Chris McCourt has resigned his position as Psychiatric Services Director but will remain on as a prescriber two days a week beginning in October.
 - Ashley McElroy will be a full-time residential assistant beginning in October.
 - Recruitment:
APN
Office Manager for the Psychiatric Services Unit
4. Community Announcements:
 - Community Action Wayne Medina has their newest flyers for car repair, utility assistance, and services. Bonnie Nair will email these upon request. They are also posted in Medical Records.
 - The United Way updated their street card with information including food pantries and other local resources. These are available in Medical Records or by contacting Bonnie Nair.
 - The Wayne County Department of Job and Family Services is having their Adopt a Family program again. More information will be forthcoming.
5. This is the Week of Appreciation for those first responders who work with people with substance abuse issues.

6. Our Annual Holiday Awards Breakfast this year will be held as a Zoom meeting on December 15th. This is the third Tuesday, not the second Tuesday as traditionally held.
7. The United Way campaigns have begun. You will receive your campaign materials sometime soon.
8. If anyone hears about trainings, please let Dr. Berry know so that she can get the information out to staff members.
9. We are still planning on getting new, non-fabric chairs for the offices.
10. On Tuesday, November 24th there will be a Zimmet training during the staff meeting time. **The regular staff meeting will begin at 8:00 am.** The Zimmet training is for clinicians and will begin at 8:30 a.m. and will require a separate Zoom meeting ID.
11. Certificates of appreciation were read.
12. Brent Ellsworth announced that all computers will be upgraded to Office 365 and the email server will be switched this weekend. An email was sent with detailed instructions. Please contact Brent if you did not receive this email.
13. Brian Leggett discussed the financials.
14. Several suspicious emails have been received by staff members this week. The emails may appear to come from credible sources, like our local affiliate organizations. Please do not click on unknown links or attachments. If you are unsure about an email, contact Brent Ellsworth.
15. Thank you to Dawn Carter, Dave Stauffer, and Carol Haburay for their back-up crisis help. If any other staff would like to help, please contact Gail Garrod or Dawn Carter.
16. We will be recruiting a part-time social media specialist to help with our Facebook and other social media.
17. We are once again offering flu shots this year. Sand Run Pharmacy will be here on Tuesday October 27th from 7:45 – 9 am. Please let Bonnie Nair know if you would like a flu shot. There will be no charge for the shot. Have your insurance card or information with you, whether you have our insurance or if you have other insurance. Sand Run will be taking our temperatures and asks that we stay 6' apart at all times if possible. Contact Dave Stauffer if you have any questions.
18. Adrienne Steiner sent out the annual Form Fire email a week ago. This is due completed by Friday. If you need help or have any questions, please contact Dave Stauffer or Adrienne Steiner.

Submitted by:
Bonnie Nair